

## SENIOR PLANNER

### DEFINITION:

To administer and enforce the zoning ordinance and other development regulations of the City; to process routine and complex development permits and special projects. To present staff recommendations to the Board of Adjustments, Planning Commission or other public bodies; to maintain the City's general plan and update neighborhood plans, as required.

### SUPERVISION RECEIVED AND EXERCISED:

General direction and supervision is provided by the Development Services Manager, Chief of Program Planning or Planning Director. Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

### EXAMPLES OF DUTIES:

Depending upon assignment duties may include but are not limited to the following:

1. Assist in the development and implementation of department and division goals, objectives, policies and priorities and analyze their effectiveness.
2. Develop forms and procedures for processing applications for all types of zoning permits and other development processing activities.
3. Prepare and/or review reports and recommendations relating to all types of development processing applications and other activities, e.g., annexations, agricultural preserves, planned developments and general plan.
4. Present and justify departmental recommendations, reports, studies and analyses to the Board of Adjustments, Planning Commission, City Council or other bodies.
5. Work with other governmental jurisdictions and citizens' groups as necessary.
6. Recommend and/or prepare revisions and additions to the zoning ordinance and other regulations, neighborhood plans, the general plan.
7. Conduct field enforcement of zoning regulations.
8. Prepare environmental assessments, negative declarations, and prepare and/or administer the preparation of environmental impact reports.
9. Respond to citizen's and developers' requests for information or complaints at the counter, over the telephone and in the field.
10. Train professional, technical and clerical subordinates.

11. As assigned, serve as Acting Development Services Manager or Acting Chief of Program Planning.
12. Research analyze and interpret social, economic, population and land use data and trends, prepare complex written reports and special studies on various planning matters and elements of the general plan.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

- A. Knowledge of principles of city, county and regional planning, zoning administration practices, site planning, architecture and landscape architecture.
- B. Knowledge of state laws and municipal and county ordinances governing land use, zoning and subdivisions, environmental regulations, and redevelopment regulations.
- C. Knowledge of general principles of effective organization, administration, and personnel management.
- D. Ability to plan, organize and coordinate the activities of zoning administration and complex planning projects and studies.
- E. Ability to establish and maintain effective working relationships with the public, developers, and other governmental officials.
- F. Ability to work effectively with board's and commissions involved in zoning and planning activities.
- G. Ability to interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.
- H. Ability to prepare elementary graphics.
- I. Ability to prepare clear, concise, accurate reports.
- J. Ability to speak and write effectively
- K. Ability to read, interpret, and/or revise development plans and specifications.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years' experience in general planning or development processing work.

Education: \_\_\_\_\_

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, landscape architecture, architecture, economics geography or related field.

PROBATIONARY PERIOD:            One Year  
April 1983  
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